

Instructions

All public agencies that contract for the procurement of energy management services under M.G.L. c.25A § 11C and 225 C.M.R. 10.00 and 11I are required to file a “Notice of EMS Procurement” with the Commissioner of the Department of Energy Resources.

Such notice shall include:

- The name of the public agency procuring the energy management services, and
- The building name (s) and address (es) where the energy management services will be performed, and
- A copy of the RFR, or the RFQ and
- A Certificate of Compliance.

The checklist that follows is a **Certificate of Compliance**. This form must be completed and signed by a duly authorized representative, and sent together with the copy of the RFP or RFQ under the cover “**Notice of EMS Procurement**”.

Step One: File one electronic copy to EMS.DOER@state.ma.us seven days prior to publishing in the Central Register;

Step Two: File one copy via certified mail, return receipt requested to:

Massachusetts Department of Energy Resources
Attn: **Notice of EMS Procurement**
100 Cambridge Street, Suite 1020
Boston, MA 02114

Step Three: DOER will acknowledge that the public agency has fulfilled the filing requirements;

Public agencies are prohibited from publishing bids until they receive acknowledgement from DOER.

(Name of Governmental Body)
hereby certifies that the attached RFP/RFQ regarding procurement under MGL c.25A, §11C or §11I
complies with the following statutory and regulatory requirements. The initializing of each requirement
and signature on this Certificate indicates compliance by a duly authorized representative of:

Forms Attached must include:

- ☐ Request for Responses (RFR) or
☐ Request for Qualifications (RFQ)
☐ Identification of Public Agency: Contact Name, Title, Address, Email, Telephone, and FAX.
☐ Building List: Name(s) and Address (es).
☐ Comprehensive energy consumption data
 RFP: Three Years ☐
 RFQ: Two Years ☐

REQUIREMENTS

INITIALS

GENERAL:

Provided notification to the Commissioner of the Department of Energy Resources of intent to solicit responses for an EMS contract at least one week before public advertisement.

Solicitation requests competitive sealed responses.

Solicitation specifies the term of the contract is a maximum of twenty years.

Provides building descriptions as per 225 C.M.R. 10.03 (1) (a)

Provides required energy consumption information (RFR: three years) (RFQ: 2 years)

Provides a general statement of the scope of the project as per 225 C.M.R. 10.03 (1) (b).

Includes a statement of objectives identifying the project's priorities on which responses will be evaluated as per 225 C.M.R. 10.03 (1) (d)

Requests Certificates of Eligibility and Update Statements as per 225 C.M.R. 10.03 (1) (g)

Includes time and date for receipt of responses.

Includes address of the office to where responses are to be delivered.

Includes a description of services to be procured.

Includes specific requirements of services.

Includes the evaluation criteria which provide the means of measuring standards of responsiveness.

Identifies mandatory and non-negotiable contract terms and conditions.

References to other documents include the location as to where documents can be found.

Public notice provided as per section M.G.L. c. 149 § 44J.

Certification requirements as per M.G.L. c. 149.

[illegible]

Requires responses to be opened publicly with two or more witnesses.

RFR does not have the effect of exclusively requiring a proprietary supply or service.

Requests that each bidder provide recommendations for energy savings as per C.M.R. 225 CMR 10.03 (1) (c)

RFP ONLY:

Contains a request for measure by measure cost savings and calculation methodology as per 225 C.M.R. 10.03 (1) (e).

Contains a request for measure by measure price data as per 225 C.M.R. 10.03 (1) (f).

Lists minimum contract and payment terms as per 225 C.M.R. 10.03 (1) (h)

I, _____, hereby certify that the information
(Typed name of Authorized Signatory)

contained herein is, to the best of my knowledge, complete and accurate and complies with statutory and regulatory requirements.

Signature: _____ Date: _____

Title: _____

For DOER use only: Acknowledgement of receipt by DOER	
	Office Signature
	Title
	Date